

# LOS ALAMITOS ARMY AVIATION SUPPORT FACILITY CALIFORNIA ARMY NATIONAL GUARD

11200 Lexington Drive, Bldg. 913  
Armed Forces Reserve Center  
Los Alamitos, CA 90720-5002

LAAASF-OPS (095-1j)

1 March, 2001

MEMORANDUM FOR AVIATION SUPPORT REQUESTOR

SUBJECT: Request for Aviation Support Procedures

1. The purpose of this memorandum is to clarify procedures for requesting rotary wing support from California Army National Guard (CA-ARNG) Aviation.

2. All rotary wing support requests for CA-ARNG should be emailed to the State Army Aviation Office (SAAO) Operations Officer ([Maurice.Villegas@ca.ngb.army.mil](mailto:Maurice.Villegas@ca.ngb.army.mil)) with cc: to the Los Alamitos Army Aviation Support Facility (LAAASF) Operations Officer ([Bruce.Malarky@ca.ngb.army.mil](mailto:Bruce.Malarky@ca.ngb.army.mil)). Requests may also be faxed to the State Army Aviation And Safety Office (SAAO), ATTN: Operations Officer, at 916-854-3830 (DSN: 466). Please include cover letter and contact information with the request. Telephonic follow-up may be accomplished by contacting the SAAO office at 916-854-3096 (DSN: 466).

3. Once the request has been approved by the SAAO, a letter of authorization will be returned to the requesting agency and forwarded to LAAASF for execution. This execution authority is typically based on availability of assets and does not confirm that the assets will be available at the time of execution.

4. Once LAASF Operations receives the authorization, the mission is given a number and tracked in a Mission Scheduling Book. Information on the status of the mission request may be obtained by contacting LAAASF Operations at 562-795-2006 (DSN: 972). Ask for the Duty Officer or Duty NCO. Unfortunately, due to limited resources, final confirmation of assets may not be possible until 1 week prior to execution. Reasonable attempts will be made to resource all approved requests.

5. Aircraft participation for public events in support of community relations programs held outside a military installation, and for requesting an aerial demonstration, should utilize DD Form 2535, Request for Military Aerial Support.

6. Requests for transportation of military passengers or cargo should utilize DD Form 2768, Military Air Passenger/Cargo Request.

7. All other requests should utilize appropriate organization letterhead. The request should clearly describe the support required and address who, what, when, where, and why the support is required.

8. Copies of these forms may be obtained from the DOD forms website at, <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>, or you may request a copy be faxed or emailed by contacting either the POC in paragraph 2 or LAAASF Operations at 562-795-2006 (DSN: 972).

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